



## *City of Gulf Shores Museum*

Gulf Shores Museum PO Box 299 Gulf Shores, AL 36547-0299

Telephone: 251.968.1473 Fax 251.968.1175

[museum@gulfshoresal.gov](mailto:museum@gulfshoresal.gov)

Thank you for your interest in photographs from the City of Gulf Shores Museum. In this packet you may request copies of photographs in printed form or as a .tif digital image.

Certain rules apply to the use of these images. Please read the attached policy and regulations carefully, fill out the forms, execute the contract/agreement and attach the fee. Mail or bring your request to the Gulf Shores Museum.

1. If you wish to use the copy image for the purpose of private exhibit, study, or scholarly research, complete pages one through three.
2. If you wish to use the copy image for any purpose other than those stated above, you must complete all four pages.



# City of Gulf Shores Museum

Gulf Shores Museum PO Box 299 Gulf Shores, AL 36547-0299  
Telephone: 251.968.1473 Fax 251.968.1175  
[museum@gulfshoresal.gov](mailto:museum@gulfshoresal.gov)

## POLICY AND REGULATIONS FOR USE AND REPRODUCTION OF PHOTOGRAPHS AND MATERIALS

### DEFINITION

a. *Photograph copies: Copies of Gulf Shores Museum photographs or photographs of other Museum material printed on photo paper or as digital image(s) on a CD.*

1. City of Gulf Shores Museum reserves the right to decide which materials in its collections are available for use and reproduction and what form that reproduction may take. Photograph copies may not be altered in any way.
2. Payment for photograph copies does not in any way constitute sale of the material, but is merely a fee charged for obtaining a printed photograph or digital image in lieu of using the original file print or negative. City of Gulf Shores Museum retains all rights to materials on file in its collections.
3. Photograph copies may be procured from Gulf Shores Museum for purposes of private exhibit, private study and/or scholarly research. Reproduction in a publication or for any other purpose, or donation to another institution or person, without written consent of Gulf Shores Museum, is prohibited.
4. All photograph copies from Gulf Shores Museum must be credited. **Credit Line** will be supplied by Gulf Shores Museum staff and must be placed visibly with each photograph or other material. The person ordering a photograph copy or other material shall ensure proper placement of credit.
5. All photograph copies shall be made on the premises by Gulf Shores Museum staff. Original negatives, digital images, photographs or other material shall not leave the premises without authorization from the Museum Coordinator and Special Events Director. Such authorization must be requested in writing stating reasons why reproduction cannot be made by Gulf Shores Museum staff and must include procedures for keeping material undamaged until its return to the Museum.
6. Photograph copies may be used one time only. Any additional reproduction must be requested in writing from Gulf Shores Museum and is subject to approval and/or additional fees.
7. To obtain photograph copies, fill out the *PHOTOGRAPH OR DIGITIZED IMAGE REQUEST FORM* on pages two and three, attach your check or money order and mail to City of Gulf Shores Museum, PO Box 299, Gulf Shores, AL 36547-0299.
8. **If you wish to use photograph copies in a publication or for reproduction in any way, on the web or for any use other than private exhibit, private study or scholarly research, you must complete the PERMISSION TO PUBLISH OR PRINT CONTRACT on page four and contact City of Gulf Shores Museum to obtain permission to use the image.**
9. Any person or organization not abiding by these regulations will be denied future use of Gulf Shores Museum's materials and may be subject to other penalties and fines.

Sign below to signify that you have read, understand and agree to follow City of Gulf Shores Museum's *POLICY AND REGULATIONS FOR USE AND REPRODUCTION OF PHOTOGRAPHS AND MATERIALS*.

I agree to the conditions of this agreement/contract \_\_\_\_\_  
Signature

Date request received: \_\_\_\_\_ Date items returned to Museum: \_\_\_\_\_

# City of Gulf Shores Museum

Gulf Shores Museum PO Box 299 Gulf Shores, AL 36547-0299 Telephone: 251.968.1473 Fax 251.968.1175 [museum@gulfshoresal.gov](mailto:museum@gulfshoresal.gov)

## Photograph or Digitized Image Request Form

To order original size or enlarged copies of photographs printed on photo paper or images on CD, complete this form. Mail your request to City of Gulf Shores Museum, PO Box 299, Gulf Shores, AL 36547-0299 along with your **check** or **money order**, payable to City of Gulf Shores. Restrictions apply to your use of the photograph or digital images.

1. Photograph copies may be ordered in original size or they may be enlarged up to 12 x 18 inches. Photograph copies ordered will be the original size unless specified otherwise. If an enlargement is requested, quality cannot be guaranteed.
2. Photograph copies will be printed on photo paper or copied onto a CD in digital format. All are produced in-house (see prices on page three).
3. Photos are scanned at 600 dpi and saved as tiff (\*.tif) images.
4. Allow **three to four weeks** for the print or CD to be mailed.
5. Gulf Shores Museum retains legal custody and all copyright privileges of all original negatives, files, photographs, and new negatives produced in the course of making copies of photographs.
6. Reference fee of \$40 may be assessed if item number is not provided and location of originals (box number, folder number, accession number) is not listed on the order form.

**Notice: Warning Concerning Copyright Restrictions.** The provisions of current U. S. Copyright Law of the United States (Title 17, U.S. Code) apply; all responsibility for questions of copyright and/or other legal questions which may arise from reproduction of materials from the collections of Gulf Shores Museum or from the use of such reproductions, in any manner, will be assumed by the applicant. This institution reserves the right to refuse to accept a copying order, if in its judgement, fulfillment of the order would involve violation of copyright law.

Date \_\_\_\_\_ Handling Instructions: Pickup \_\_\_\_\_ Mail \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone # \_\_\_\_\_ E-mail address \_\_\_\_\_

Proposed Use of Photograph \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Check One:** The requested items are for \_\_\_\_\_ Private use \_\_\_\_\_ Publication (book, article, web site, etc.) \_\_\_\_\_ Exhibit

I agree to the conditions listed above: \_\_\_\_\_ Date: \_\_\_\_\_

Request approved: \_\_\_\_\_ signature

\_\_\_\_\_  
City of Gulf Shores Museum Coordinator Date: \_\_\_\_\_

\_\_\_\_\_  
City of Gulf Shores Special Events Dir Date: \_\_\_\_\_

Fill this out to request copies of photographs in print or on CD

Page 3 of 4

# City of Gulf Shores Museum

Gulf Shores Museum PO Box 299 Gulf Shores, AL 36547-0299 Telephone: 251.968.1473 Fax 251.968.1175 [museum@gulfshoresal.gov](mailto:museum@gulfshoresal.gov)

## PERMISSION TO PUBLISH OR PRINT AGREEMENT/CONTRACT

I/we request permission to reproduce or publish image(s) or exhibit a print in a non-private setting from the collections of the Gulf Shores Museum. I/we have read and understand the information in this packet and have executed all forms.

### CONDITIONS

- CREDIT LINE:** *Courtesy of City of Gulf Shores Museum, Gulf Shores, Alabama.* This credit line must be included on each image reproduced or published. Additional credit may be necessary depending on particular collection requirements. This additional credit information will be provided by Gulf Shores Museum staff.
- When given by City of Gulf Shores Museum, permission is granted to publish for one-time use only. The image(s) may not be reused without express written permission from the Museum.
  - For use in printed materials, the undersigned publishing party agrees to send Gulf Shores Museum a copy of the publication containing the image within 45 days of publication.
  - In case of web sites or CDs, the undersigned publishing party agrees to send images of the page(s) showing the picture and credit line.
  - In the case of Public Exhibit, the undersigned party agrees to notify the Museum where and when the exhibit is on display.
- The Museum does not claim to control all rights for reproduction for all materials in its collections. The publishing party assumes all responsibility for clearing reproduction rights and for significant infringements of the U.S. Copyright Code.
- If permission is granted for the publishing party itself to photograph any visual material in Gulf Shores Museum collections, all such negatives or images on compact disc must be given to the City of Gulf Shores Museum. The Museum retains all rights to all such images or negatives. All conditions contained in this agreement/contract apply.
- City of Gulf Shores Museum charges a REPRODUCTION OF PHOTO RIGHTS FEE of \$200 for this use of an image on a one time basis.

The undersigned hereby agrees that any and all reproductions of works owned by the City of Gulf Shores Museum will be reproduced only in the manner described in this agreement/contract and in accordance with the regulations described herein.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name and Position \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Title of proposed publication/place of exhibition: \_\_\_\_\_

Expected date of publication/release/exhibition: \_\_\_\_\_ Author/Producer \_\_\_\_\_

Check at least one - The result will be: \_\_\_\_\_ Periodical \_\_\_\_\_ Book \_\_\_\_\_ Textbook \_\_\_\_\_ Web site/CD \_\_\_\_\_ Exhibit

\_\_\_\_\_ Other, please specify \_\_\_\_\_

Check one - This use is \_\_\_\_\_ Commercial \_\_\_\_\_ Non-profit \_\_\_\_\_ Educational \_\_\_\_\_ Display, where \_\_\_\_\_

\_\_\_\_\_ Other, please specify: \_\_\_\_\_

#### APPROVED

Museum Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Special Events Division Dir: \_\_\_\_\_ Date: \_\_\_\_\_

Notes: \_\_\_\_\_